



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 6260.4C

OH/PMU

JAN 9 1998

## BASE ORDER 6260.4C

From: Commanding General  
To: Distribution List

Subj: HEARING CONSERVATION PROGRAM

Ref: (a) DODINST 6055.12 Series  
(b) DODINST 6055.1 Series  
(c) MIL-STD-882C  
(d) 29 CFR 1910.145  
(e) OPNAVINST 5100.23 Series

Encl: (1) Definitions  
(2) Units Enrolled in the Hearing Conservation Program by Military Occupational Field/Job Title  
(3) NSNs for Hearing Protective Device  
(4) DD Form 2215, Reference Audiogram  
(5) DD Form 2216, Hearing Conservation Data  
(6) Application for Hearing Conservation Certification  
(7) Protocol for Scheduling the Mobile Hearing Conservation Audiometric Truck (MOHCAT)

1. Purpose. To establish responsibilities and procedures for implementation of the Hearing Conservation Program (HCP) as required by reference (a) for all military/civil service personnel.

2. Cancellation. BO 6260.4B.

3. Background and Information. Noise-induced hearing loss is one of the most prevalent occupational health impairments in the military. Noise-induced hearing loss occurs as a result of repeated exposure to hazardous noise from equipment such as aircraft, tanks, weapons, vehicles, generators, engineering tools, industrial settings and certain recreational activities. A comprehensive Hearing Conservation Program is essential in the prevention of occupationally related noise-induced hearing loss and for maintaining combat effectiveness and readiness.

4. Summary of Revisions. This revision contains a substantial number of changes and should be completely reviewed.

5. Applicability and Scope. This Order applies to all Marine Corps military and DOD civilian personnel working in noise-hazard areas.

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on Marine Corps Base (MCB), Camp Lejeune; Marine Corps Air Station (MCAS), New River; Camp Johnson; and Camp Geiger.

6. Hearing Conservation Program Implementation. A HCP must be implemented when personnel are routinely exposed to hazardous noise in their work environment. Enclosure (2) lists, by occupational field, the personnel enrolled in the Camp Lejeune HCP. Hazardous noise is defined as:

a. Continuous and intermittent noise that has an 8-hour time weighted average (TWA) noise level of 85 dBA (decibal "A") or above. Implementation may also be started regardless of the duration of noise exposure.

b. Impulse noise of 140 dBP (decibal peak) or greater.

7. Hearing Conservation Program Elements

a. Noise Hazard Identification. The first component of the HCP is the measurement of potential noise-hazard areas. Once a potential noise hazard area or operation has been identified, the Industrial Hygiene (IH) Department shall be notified and noise level measurements will be taken.

(1) Potential noise hazard areas must be measured at least once and within 30 days of any change in operations affecting noise levels.

(2) Time-Weighted Average (TWA) noise levels shall be determined for all DOD civilian employees routinely working in hazardous noise areas and military personnel working in hazardous noise industrial-type operations at least once and within 30 days of any change in operations.

(3) A risk assessment code (RAC) shall be assigned to all potentially hazardous noise areas and operations, in accordance with DOD Instruction 6055.1 series.

(4) A current inventory of all potentially hazardous noise areas and operations shall be maintained to include as a minimum, noise levels, RACs, and the types of control measures used.

(5) In the absence of an IH Noise Survey or documentation to the contrary, all personnel potentially exposed to hazardous

noise levels will be considered at risk for hearing loss and shall be identified for inclusion in the Hearing Conservation Program

(6) Individuals in the Hearing Conservation Program shall not be disenrolled based upon exposure assessment alone without concurrence from an audiologist, occupational health nurse, or physician trained in occupational medicine.

b. Safety Signs and Labels

(1) All potentially hazardous noise areas must be clearly identified by signs at their entrances or boundaries.

(2) Each tool or piece of equipment producing noise levels greater than 85 dBA, to include vehicles, shall be conspicuously marked to alert personnel of the potential hazard. The exception shall be when an entire space is designated a "hazardous noise area," and the equipment is stationary. Exteriors of military combatant equipment are excluded from that requirement. Professional judgment and discretion will be exercised when labeling tools and equipment.

(3) Signs and decals must identify the potential noise hazard and the protective measure to be taken. Words and visual symbols may be used, such as, "Caution," "Hazardous Noise," "Hearing Protection Required When in Operation." All symbols and decals must comply with 29 CFR 1910.145.

c. Noise Abatement

(1) Engineering controls shall be the primary means of eliminating exposure to hazardous noise. All practical design approaches to reduce noise levels to below hazardous levels shall be explored.

(2) New equipment being considered for purchase shall have the lowest sound emission levels that are technologically and economically feasible while still meeting performance and environmental requirements.

(3) Acoustics shall be included in specifications for all new facilities, equipment, and substantial modification projects, as well as weapon systems and subsystems (MIL-STD-882C). The objective shall be to reduce steady-state noise levels to less than 85 dBA.

d. Personal Hearing Protection Devices

(1) The use of personal hearing protection to reduce noise exposure is considered to be an interim protective measure while engineering control measures are being explored. Personal hearing protection devices (HPDs) shall constitute a permanent measure only if engineering controls are not technologically, economically, or operationally possible.

(2) All personnel working in or entering noise-hazardous areas must have hearing protection in their possession at all times and shall wear them whenever the noise sources are operating, regardless of exposure time.

(3) Hearing protection **must** be worn during all noise-hazardous training situations to include all weapons firing scenarios and traveling in aircraft prior to parachuting.

(4) Double hearing protection, such as earplugs and noise muffs shall be worn in areas where noise levels exceed 104 dBA.

(5) Personal hearing protection will be issued free to all personnel who work in designated noise hazard areas or operate noise hazardous equipment. Commanders or supervisors of personnel working in hazardous noise areas or operations are responsible for purchasing and maintaining a constant supply of all sizes of pre-formed earplugs and one type of hand-formed earplugs. See enclosure (3) for national stock numbers for hearing protection.

(6) All personnel in the Hearing Conservation Program shall be fitted with preformed earplugs and issued a carrying case for permanent retention. Preformed earplugs must be fitted and issued by medically trained personnel. An earplug carrying case (NSN 6515-01-100-1674) must be provided at no cost with each set of preformed earplugs.

(7) Personnel shall be permitted to choose the type of hearing protection they prefer to wear from among the approved devices available through supply channels unless medically contraindicated or inappropriate for a particular hazardous noise exposure.

(8) Unit commanders are encouraged to authorize the wear of the green earplug carrying case as part of the utility uniform for easier and quicker access to hearing protection during noise hazardous operations. Placement of the case on the utility uniform may be hanging from the right button hole of the upper left breast pocket or on the belt loop of the trousers.

(9) All units utilizing military firing ranges are required to have an adequate supply of hand-formed earplugs on site at the range and provide a pair to all personnel who do not have hearing protection in their possession. Range control personnel are required to visually inspect all personnel for hearing protection prior to any weapon firing.

(10) Noise muffs with built-in radios that are designated for recreational listening must not be used in place of, or with approved hearing protectors. Hearing aids must not be used in place of approved hearing protectors.

(11) Military band members shall be provided preformed or custom molded musician's earplugs at the unit's expense. Only audiologists, otolaryngologists or trained medical technicians may take impressions of the ear necessary to make the custom plugs.

(12) All personnel who are issued hearing protection shall receive adequate and effective training in its proper care and use.

(13) All levels of leadership by personal example and precept, shall enforce the use of hearing protectors. For noncompliance, leaders shall consider disciplinary action as a corrective measure against the offender and the supervisor.

e. Audiometric Testing

(1) The DOD Hearing Evaluation and Audiometric Reporting System (HEARS) shall be the only hearing test equipment and software used for hearing conservation purposes. All hearing tests must be administered by an audiologist or by a technician who is certified by the Council for Accreditation in Occupational Hearing Conservation or who has completed equivalent military training.

(2) All military personnel and civilians who work in a noise hazardous environment must have a reference audiogram (DD Form 2215) in their medical record. Active duty personnel should receive this test at basic training prior to noise exposure. Civilian personnel must receive a reference audiogram within one

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month of the date of the worker's initial exposure to hazardous noise. The reference audiogram must be preceded by at least 14 hours without exposure to noise from any source (hearing protection may not be used to meet that requirement).

(3) All personnel routinely exposed to hazardous noise will be enrolled in the Hearing Conservation Program, have a DD Form 2215, REFERENCE AUDIOGRAM [enclosure (4)] in their record, and receive annual hearing tests, DD Form 2216, HEARING CONSERVATION DATA [enclosure (5)]. All active duty personnel in the Hearing Conservation Program must maintain an annual hearing test in their medical record in order to remain in a deployable status. The annual audiogram will be compared with the reference audiogram to determine if a significant threshold shift (STS) has occurred.

(4) When a negative STS occurs (an improvement in hearing from the reference audiogram), one 14-hour noise-free follow-up test is required. This test may be performed the same day as the periodic test. The results of the follow-up test may be used to create a re-established reference audiogram.

(5) When a positive STS occurs (decrease in hearing from the reference audiogram), two 14-hour noise-free follow-up tests must be administered to confirm that the decrease in hearing is permanent. The two follow-up tests may be administered on the same day, but not on the same day as the annual audiogram. If the results of the first follow-up test do not indicate an STS, a second follow-up test is not required. If an STS persists after the last follow up test, a consultation must be written to the audiologist. The audiologist will determine if a permanent noise-induced threshold shift has occurred and/or if the individual requires further medical evaluation.

(6) When a permanent positive STS is confirmed, the individual shall be notified in writing within 21 days of this determination and the condition entered in the patient's medical record. The individual will be refitted with hearing protection, instructed in its care and use and strongly encouraged to wear the hearing protection. The individual's supervisor must be notified, in writing, that the worker has experienced a decrease in hearing. No additional details will be given to the supervisor without prior written permission by the worker. The original reference audiogram (DD Form 2215) must then be re-established, by an Audiologist, with a new reference audiogram.

(7) If the audiologist or physician determines that returning the individual to duty in a hazardous noise environment would be detrimental to the patient's hearing, specific recommendations will be made to the individual's commander or supervisor. Recommendations may include restriction from noise hazardous work, permanently placing the individual in a quiet work setting, or need for stricter enforcement of hearing protection policies.

(8) All military personnel undergoing a physical exam will have a current hearing test (within one year of the date of the physical exam) to be recorded on a DD Form 2216.

(9) All military personnel shall receive a termination audiogram at the end of active duty service to be recorded on DD Form 2216. Civilian personnel in the Hearing Conservation Program will receive a termination audiogram upon termination of employment with the U.S. Navy or U.S. Marine Corps. All civilian personnel who are disenrolled from the Hearing Conservation Program will have a termination audiogram to document hearing status at the time of reassignment.

f. Hearing Conservation Education and Training. Commanders and supervisors are required to provide hearing conservation health education at least annually to all noise-exposed personnel and document participation. The training shall consist of:

(1) The effects of noise on hearing and how hearing loss affects employability, retention, job performance and career progression.

(2) The purpose of hearing protection.

(3) The advantages, disadvantages, and noise reduction capability of the various hearing protectors.

(4) Mandatory requirement to wear hearing protection in hazardous noise areas, and disciplinary action that may result from failure to wear hearing protection.

(5) The purpose of audiometric testing

(6) An explanation of the test procedures.

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(7) The Hearing Conservation Program elements and rationale including command and employee responsibilities.

(8) Off-duty practices that can contribute to noise-induced hearing loss.

(9) The individual's responsibility in protecting their own hearing.

g. Recordkeeping

(1) A current inventory of all designated hazardous noise areas and operations shall be maintained at the Industrial Hygiene Department to include Time-Weighted Averages, Risk Assessment Codes, noise levels with hazard radius, and types of control measure used. Noise exposure data shall be kept for the duration of employment plus 40 years.

(2) Commanders or supervisors are required to identify and maintain a current roster of the personnel working in these areas and provide it semiannually to the medical facility where annual hearing tests are administered. The roster of personnel must include name, SSN, rank, company, RUC codes and date of birth.

(3) All audiometric testing data shall be maintained for 40 years or the duration of employment plus 30 years, whichever is greater.

(4) Results of hearing conservation testing and noise exposure documentation shall be a permanent part of an individual's health record. Hearing tests must be recorded on a DD Form 2215, enclosure (4), or DD Form 2216, enclosure (5).

h. Hearing Conservation Program Evaluation

(1) Marine Corps commands are responsible for maintaining a database or tracking system to ensure that 100 percent of all noise-exposed personnel receive an annual hearing test and hearing conservation education.

(2) The effectiveness of the Camp Lejeune Hearing Conservation Program will be evaluated at the end of each calendar year and results will be reported to the respective commanding general. Effectiveness will be evaluated based on compliance rates of noise-exposed personnel receiving annual hearing tests and on



the prevalence of STS found during the annual hearing tests. Command specific compliance data will be included in this report.

8. Responsibilities for Implementation

a. Commanding Officer, Naval Hospital will

(1) Appoint, in writing, an Audiologist to act as the Hearing Conservation Program Manager.

(2) Provide Industrial Hygiene Noise Surveys to evaluate potential noise-hazardous areas and operations. All potential noise hazards will be evaluated at least once, and within 30 days of any change in operations or equipment.

(3) Maintain an audiometric testing facility at the Hearing Conservation Department to be used exclusively for audiometric testing in accordance with the Hearing Conservation Program.

(4) Provide reference (baseline) and follow up testing by appointment at the Hearing Conservation Department.

(5) Provide complete audiometric testing by an Audiologist on a referral and appointment basis at the Hearing Conservation Department for personnel in the Hearing Conservation Program.

(6) Maintain a Mobile Occupational Hearing Conservation Audiometric Truck (MOHCAT) to conduct annual hearing tests at the command site. Commands desiring the use of the MOHCAT must follow guidelines in enclosure (7), "*Protocol for Reserving the MOHCAT.*" When practical, deploying units will have scheduling priority.

(7) Provide periodic Hearing Conservation Technician Certification Courses for Hearing Conservation Program Coordinators and personnel administering the reference and annual hearing tests.

(8) Submit an annual written audit of the Camp Lejeune Hearing Conservation Program to the appropriate Commanding Generals aboard Marine Corps Base, Camp Lejeune.

b. Battalion Commanders, Commanding Officers, and Supervisors will

(1) Appoint, in writing, at least one corpsman per battalion/unit to serve as the command's Hearing Conservation

Program Coordinator. Send this person through the Hearing Conservation Technician Certification Course held at Occupational Health and Preventive Medicine Services, Building 65. [See Enclosure (6) for Hearing Conservation Certification Application.] The Hearing Conservation Program Coordinator will be responsible for scheduling and assisting with annual hearing tests, earplug fittings, recordkeeping, and patient follow-up care.

(2) Establish and maintain a comprehensive Hearing Conservation Program in accordance with reference (a) to include all of the above elements.

(3) Maintain a current roster of all personnel in the Hearing Conservation Program. Provide a copy of the roster semiannually to the medical facility where annual hearing tests are performed.

(4) Ensure that employees report for scheduled medical examinations. Ensure that all personnel in the Hearing Conservation Program receive an annual hearing test and follow recommendations from hearing health professionals and noise surveys. Ensure that personnel report for termination audiograms no later than one week prior to termination of employment.

(5) Ensure that personnel report for testing with their medical record.

(6) Maintain a constant supply of all sizes of preformed earplugs and one type of hand formed earplugs on hand at the medical facility at all times. Ensure that all preformed earplugs are medically fit by trained personnel and that an earplug carrying case is issued with each set of earplugs.

(7) Provide hearing protectors, free of charge, to all noise-exposed personnel. Ensure that all active duty and noise-exposed civilians under their supervision retain hearing protectors as an item of individual personal protective equipment.

(8) Ensure that all personnel newly assigned to a noise-hazardous work environment be fitted with and issued a set of preformed earplugs and a carrying case upon check-in to the unit.

(9) Allow noise-exposed personnel to choose the type of hearing protection they prefer to wear from among the government approved types listed in enclosure (3).

(10) Ensure that all personnel wear hearing protection in noise-hazardous environments.

(11) Exercise leadership by example regarding the wearing of hearing protection. Initiate disciplinary action for repeated failure to comply with the requirements of the Hearing Conservation Program.

(12) Require that all personnel exposed to gunfire, impulse noise, and blast noise wear hearing protection during the entire length of exposure in addition to wearing appropriate hearing protection in other identified noise-hazardous areas.

(13) Provide initial and annual instruction on the Command Hearing Conservation Program and its elements. Training should include all components listed in paragraph (f), Hearing Conservation Education and Training; ensure that all training is documented.

(14) Request, in writing, an Industrial Hygiene Noise Survey to identify and evaluate workplace operations/processes for potential health hazards. Requests should be routed to the Director, Occupational Health and Preventive Medicine Services, Naval Hospital, Camp Lejeune.

(15) Require noise-exposed personnel to wear earplugs and the earplug carrying case as part of the camouflage uniform.

(16) Ensure that noise hazardous areas and equipment are marked with proper noise hazard warning signs, hearing protection signs, and decals.

(17) Refer any personnel under their supervision to the medical treatment facility for any hearing problems or complaints associated with the wearing of hearing protectors.

c. Operational Audiologist will

(1) Manage and oversee all aspects of the Hearing Conservation Program as outlined in this Order.

(2) Conduct unannounced inspections of noise hazardous areas.

(3) Provide annual hearing conservation testing for

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personnel in the Hearing Conservation Program by appointment at the Hearing Conservation Department.

(4) Perform complete, diagnostic audiometric evaluations on personnel enrolled in the Hearing Conservation Program who sustain a permanent STS and for active duty personnel requiring hearing aids.

(5) Provide hearing aids for active duty personnel needing amplification.

(6) Refer active duty personnel requiring medical evaluation for possible ear or hearing disorder to the Ear, Nose, and Throat Clinic at Naval Hospital, Camp Lejeune.

(7) Submit an annual written audit of the effectiveness of the Base Hearing Conservation Program through the Commanding Officer, Naval Hospital to the applicable commanding generals of respective Marine Corps units.

(8) Conduct Hearing Conservation Technician Certification Courses for personnel in the Hearing Conservation Department and for Branch Medical Clinic corpsmen responsible for performing hearing conservation testing on noise-exposed individuals and for personnel designated as the Battalion or Unit Hearing Conservation Coordinator.

(9) Provide guidance and clinic assist visits regarding hearing conservation issues and procedures upon request to medical officers of medical treatment facilities, preventive medicine petty officers, and certified hearing conservation technicians.

(10) Provide guidance and training assistance upon request to commanders and commanding officers on Hearing Conservation Program requirements.

(11) Submit Occupational Safety and Health Administration (OSHA)-required STS data to Base Safety on all civilians in the Hearing Conservation Program who sustain an STS.

(12) Notify, in writing, commanding officers/supervisors of personnel who sustain an STS within 21 days of the determination that the STS is permanent.

d. Industrial Hygiene Program Manager will

(1) Perform Noise Hazard Evaluation Surveys on all suspected noise hazardous areas and equipment at least once and within 30 days of any changes in operation or equipment.

(2) Maintain a current inventory of all noise-hazardous areas and operations to include organization, work center, item/person, hazard, operation/work process, and monitoring results.

(3) Provide noise survey and dosimetry results with Risk Assessment Codes (RACs), identification of personnel at risk, types of control measures used, and recommendations/corrective actions to the unit's commanding officer.

(4) Notify the Civilian Personnel Officer of noise hazardous areas for inclusion in civilian job descriptions.

(5) Forward noise dosimetry results, on individuals who participate in the collection of noise samples, on a Standard Form 600 to the unit's cognizant medical facility (i.e., Battalion/Regimental Aid Stations or Branch Medical Clinic) for placement in individual medical records.

e. Occupational Health Clinic will

(1) Maintain a current roster of civilian personnel in the Hearing Conservation Program.

(2) Schedule annual hearing tests for civilians in the Hearing Conservation Program.

(3) Provide compliance data to the Operational Audiologist on the number of civilians in the Hearing Conservation Program who receive their annual hearing test.

f. Base Safety Officer/Station Ground Safety Manager will

(1) Inspect work sites to identify potential noise hazards and notify the Industrial Hygiene Program Manager for evaluation.

(2) Monitor work sites to ensure that noise-exposed personnel wear hearing protective devices.

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(3) Assist commanders and commanding officers in providing hearing conservation training and developing/reviewing/managing the command's Hearing Conservation Program.

(4) Provide civilian STS reportable data to OSHA.

g. Civilian Personnel Officer will

(1) Ensure that Occupational Health/Preventive Medicine Services (Hearing Conservation), Building 65 is included on inprocessing and outprocessing checklists for new, transferring, or terminating personnel.

(2) Coordinate with the Industrial Hygiene Department to properly identify noise-hazardous positions for annotation on job descriptions. Include the requirement to wear personal protective equipment (PPE); i.e., hearing protectors, on appropriate job descriptions.

h. Battalion Hearing Conservation Program Coordinator will

(1) Successfully complete the Hearing Conservation Technician Certification Course provided by the Hearing Conservation Department of Occupational Health/Preventive Medicine Services--see enclosure (6) for application.

(2) Maintain a current roster of all noise-exposed personnel and provide it at least semiannually to the medical facility where hearing tests are performed.

(3) Schedule and ensure that all noise-exposed personnel receive an annual hearing test.

(4) Be physically present during scheduled battalion hearing tests to assist with testing, recordkeeping, earplug fitting, and patient follow-up care.

(5) Requisition and maintain at the medical facility, at all times, an adequate supply of all sizes of preformed earplugs, one type of hand-formed earplugs, and earplug carrying cases. Ensure that all preformed earplugs are medically fit by trained personnel and that an earplug carrying case is issued with each set of earplugs.

(6) Provide documented annual health education and training on hearing conservation to include all of the elements listed in paragraph f.

i. Noise-Exposed Personnel will

(1) Correctly wear approved and properly fitted hearing protectors when exposed to hazardous noise levels. Keep hearing protection in possession at all times while on the job.

(2) Report for annual hearing tests and annual training on hearing conservation.

(3) Report any hearing problems or difficulties associated with hearing protection to their supervisors.

(4) Maintain hearing protectors in a sanitary and serviceable condition. Request a new set of hearing protectors when current set becomes unserviceable or lost.

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

10. Concurrence. This Order has been coordinated with and concurred in by the Commanding General, U. S. Marine Corps Forces, Atlantic, and the Commanding Generals, II Marine Expeditionary Force, FMF; 2d Marine Division, FMF; 2d Force Service Support Group, FMF; and Commanding Officers, Marine Corps Air Station, New River; and Naval Hospital, Camp Lejeune.



B. A. GOMBAR  
Chief of Staff

DISTRIBUTION: A

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## HEARING CONSERVATION PROGRAM DEFINITIONS

Administrative Control. A method of limiting daily noise exposure by control of the work schedule.

Audiogram. A chart, graph or table showing an individual's hearing threshold levels as a function of frequency.

Audiometer. An instrument for measuring hearing threshold.

Decibel (dB). A unit used to express the measurement of sound pressure levels.

dBA. The standard abbreviation for sound levels measured with a sound level meter set on the A-weighting network. The A-weighting reduces the contribution of lower sound frequencies which are of less concern for hearing conservation purposes.

dBp. The standard abbreviation for the peak sound pressure level in decibels.

Engineering Control. Any procedure or method, other than an administrative control or personal hearing protection, that reduces the sound level either at the noise source or in the hearing zone of the exposed personnel.

Hazardous Noise. Sound pressure levels of 85 dBA or greater for steady state noise or 140 dBp for impulse noise.

Impulse Noise. A short burst of acoustic energy consisting of either a single impulse or a series of impulses.

Reference Audiogram. The first audiogram performed for hearing conservation purposes against which future audiograms are compared.

Risk Assessment Code (RAC). An expression of the risk associated with a hazard that combines the elements of hazard severity and mishap probability.

Significant Threshold Shift (STS). A change in hearing threshold in comparison to the reference audiogram of an average of 10 dB or more at 2000, 3000 and 4000 Hz in either ear, or a change of 15 dB or more at 1000, 2000, 3000 or 4000 Hz in either ear.

Steady State Noise. A continuous or fluctuating sound pressure level with a duration that exceeds one second.

Time Weighted Average (TWA). An average exposure over a given period of a person's workday. The workday may or may not last for 8 hours, but the TWA is computed as if the TWA level were present for an 8-hour shift.

ENCLOSURE (1)



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UNITS ENROLLED IN THE HEARING CONSERVATION PROGRAM  
BY MILITARY OCCUPATIONAL FIELD/JOB TITLE

<u>OF</u>	<u>JOB TITLE</u>
03	Infantry
08	Field Artillery
11	Utilities
13	Engineer, Construction, and Equipment
18	Tank and Assault Amphibious Vehicle
21	Ordnance
23	Ammunition and Explosive Ordnance Disposal
2531	Radio Operators
2512	Field Wiremen
26	Signals Intel/Ground Electronic Warfare
33	Food Service
35	Motor Transport
55	Music
60/61	Aircraft Maintenance
63/64	Avionics
65	Aviation Ordnance
70	Airfield Services
72	Air Control/Air Support/Anti-Air Warfare
73	Air Traffic Control and Flight Crews
75	Pilots/Naval Flight Officers

Note: In addition to the above occupational fields, personnel working in any other areas that have been previously identified as noise hazardous by an Industrial Hygienist will continue to remain in the Hearing Conservation Program.

ENCLOSURE (2)

## HEARING PROTECTION ORDER INFORMATION

\*Costs are as of May 97

NSN	SIZE/COLOR OF HPD	NOMENCLATURE	SIZE DISTRIB	COST	QUANTITY
<b>Triple Flange Earplugs</b>					
6515-00-442-4821	small, green	Plug, Ear, Hearing Protection	10%	3.26	pkg 12 pairs
6515-00-442-4818	medium, orange	Plug, Ear, Hearing Protection	80%	3.03	pkg 12 pairs
6515-00-467-0092	large, blue	Plug, Ear, Hearing Protection	30%	3.03	pkg 12 pairs
<b>Single Flange Earplugs</b>					
6515-00-442-4765	extra small, white	Plug, Ear, Hearing Protection	10%	3.03	pkg 12 pairs
6515-00-467-0085	small, green	Plug, Ear, Hearing Protection	25%	2.58	pkg 12 pairs
6515-00-467-0089	medium, orange	Plug, Ear, Hearing Protection	30%	3.03	pkg 12 pairs
6515-00-442-4807	large, blue	Plug, Ear, Hearing Protection	40%	3.03	pkg 12 pairs
6515-00-442-4813	extra large, red	Plug, Ear, Hearing Protection	25%	3.03	pkg 12 pairs
<b>Hand-Formed Earplugs (foam)</b>					
6515-00-137-6345	universal size, yellow	Plug, Ear, Hearing Protection		14.73	bx 200 pairs
<b>Silicone Earplugs</b>					
6515-00-135-2612	Universal Size	Earplug, silicone rubber, hearing protection		13.62	40 pairs/pkg
6515-00-133-5416	Universal Size	Earplug, silicone rubber, hearing protection		18.90	bx 200 pairs
<b>Ear Canal Caps</b>					
6515-00-181-8058	Universal Size	Sound-Ban, Headband, Ear Caps		4.58	each
6515-00-392-0726	Universal Size	Ear plugs attached to adjustable headband		8.29	each
<b>Noise Muffs</b>					
4240-00-022-2946	Universal Size	Aural Protector, Sound Type II		5.47	each
4240-00-759-3290	Universal Size	High Performance Muff		11.42	each
4240-00-979-4040	Universal Size	Replacement Seal, Dome		1.83	pair
5965-00-674-5379	Universal Size	Replacement Filter, Dome		1.22	each
<b>Earplug Carrying Case</b>					
6515-01-100-1674	Olive Drab, Translucent	Case and Earplug Inserter		5.36	box of 20
<b>Ear Gauge (outside purchase, NSN 6515-01-092-7959)</b>					
Part # 85099	Cabot Safety Corp, 5457 W. 19th St, Indianapolis, In 46268; (317) 872-6666			6.70	each

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ENCLOSURE ( 3 )

REFERENCE AUDIOGRAM										ZIP CODE/APO			
<b>DOD COMPONENT</b> <input type="checkbox"/> A—ARMY N—NAVY F—AIR FORCE					<b>SERVICE COMPONENT</b> <input type="checkbox"/> R—REGULAR V—RESERVE G—NATIONAL GUARD I—OTHER								
<b>PERSONAL DATA</b>													
SSN					LAST NAME—FIRST NAME—MIDDLE INITIAL								
SEX <input type="checkbox"/> M—MALE <input type="checkbox"/> F—FEMALE		DATE OF BIRTH year month day			PAY GRADE, UNIFORMED SERVICES			GRADE, CIVILIAN			SERVICE DUTY OCCUPATION CODE		
MAILING ADDRESS OF ASSIGNMENT													
LOCATION—PLACE OF WORK					MAJOR COMMAND					DUTY PHONE			
<b>AUDIOMETRY</b>													
<input type="checkbox"/> 1. REFERENCE ESTABLISHED PRIOR TO INITIAL DUTY IN HAZARDOUS NOISE AREAS 2. REFERENCE ESTABLISHED FOLLOWING EXPOSURE IN NOISE DUTIES 3. REFERENCE RE-ESTABLISHED AFTER FOLLOWUP PROGRAM													
HEARING THRESHOLD LEVELS OF TEST FREQUENCIES RE: ANSI S3.6													
LEFT EAR							RIGHT EAR						
500	1000	2000	3000	4000	6000		500	1000	2000	3000	4000	6000	
DATE OF AUDIOGRAM year month day		DAY OF WEEK 1-SUN 2-MON 3-TUES 4-WED 5-THURS 6-FRI 7-SAT		MIL-TIME-DAY		HOURS SINCE LAST NOISE EXPOSURE		ENT PROBLEM AT TIME OF TEST 1-NO 2-YES 3-UNKNOWN					
LAST NAME—FIRST NAME—MIDDLE INITIAL				TRAINING CERT. NO.		SSN		SERVICE DUTY OCCUPATION CODE			OFFICE SYMBOL		
<b>AUDIOMETER</b>													
TYPE 1-MANUAL 2-SELF-RECORDING (automatic) 3-MICROPROCESSOR		MODEL		MANUFACTURER		SERIAL NUMBER		LAST ELECTROACOUSTIC CALIB DATE year month day					
<b>PERSONAL HEARING PROTECTION</b>													
TYPE USED 1-SINGLE FLANGE (V51R) 2-TRIPLE FLANGE 3-HAND FORMED EARPLUGS 4-EAR CANAL CAPS		5-NOISE MUFFS 6-OTHER		EARPLUGS ISSUED <input type="checkbox"/> 1-NO 2-YES 3-PREVIOUSLY ISSUED		SIZE EARPLUGS R L 1-XS 2-S 3-M 4-L 5-XL		DOUBLE PROTECTION USED <input type="checkbox"/> 1-NO 2-YES		GLASSES WORN (including goggles) <input type="checkbox"/> 1-NO 2-YES		FREQUENCY GLASSES WORN <input type="checkbox"/> 1-ALWAYS 2-SELDOM 3-N/A	
REMARKS													
CONTENTS REVIEWED AND VALIDATED BY													
NAME OF REVIEWER (Signature)				SERVICE DUTY OCCUPATION CODE		AUTOVON		SSN			OFFICE SYMBOL		

## INSTRUCTIONS

(Refer to DOD Component Instructions for Additional Guidance)

**PURPOSE:** This form is used to record initial audiometric test results with which later audiometric test results can be compared (See DD Form 2216 on Hearing Conservation Data to record periodic test results).

**GENERAL:** Print all information in ink (DO NOT TYPE). Press firmly to ensure readable copies. If a mistake is made, do not attempt to erase or block out error. Start a new form.

1. Zip Code/APO - Enter five digit zip code/APO of installation where audiometric test is conducted.

2. DOD Component - Enter letter in box of major organizational sub-division of DOD to which military or civilian individual is assigned. Enter "1" if DOD component is not listed.

3. Service Component - Enter letter in box corresponding to primary subdivision of separate military service to which military is assigned (e.g., Regular (R) - standing military component of armed forces in peace and war; Reserve (V) - component of ready trained personnel for military service when needed, etc.) Enter "1" for all others including civilians.

4. Personal Data (of individual being tested).

a. SSN - Enter nine digit social security number. If foreign national, enter "FN" in middle two blocks.

b. Last Name, First Name, Middle Initial - Enter surname, given name and middle initial.

c. Sex - Enter "M" if male, "F" if female.

d. Pay Grade, Uniformed Services - For military personnel only, enter military personnel class and pay level serial number as follows:

011 - General of the Army/General of the Air Force/Fleet Admiral  
010 - General/Admiral

009 - Lieutenant General/Vice Admiral

008 - Major General/Rear Admiral (Upper Half)

007 - Brigadier General/Rear Admiral (Lower Half)/Commodore

006 - Colonel/Captain (N)

005 - Lieutenant Colonel/Commander

004 - Major Lieutenant Commander

003 - Captain (A,F,M) Lieutenant (N)

002 - First Lieutenant/Lieutenant Junior Grade

001 - Second Lieutenant/Ensign

W04 - Chief Warrant Officer, W-4

W03 - Chief Warrant Officer, W-3

W02 - Chief Warrant Officer, W-2

W01 - Warrant Officer, W-1

C00 - Cadet/Midshipman

E09 - Sergeant Major/Chief Master Sergeant/Master Chief Petty Officer

E08 - Master Sergeant (A,M)/Senior Chief Petty Officer/Senior Master Sergeant/First Sergeant (A)

E07 - Sergeant First Class/Gunnery Sergeant/Chief Petty Officer/Master Sergeant (F) Platoon Sergeant (A) Specialist-7

E06 - Staff Sergeant/Technical Sergeant/Petty Officer First Class/Specialist-6

E05 - Sergeant (A,M)/Staff Sergeant/Petty Officer Second Class/Specialist-5

E04 - Corporal/Sergeant (F)/Petty Officer Third Class/Specialist-4

E03 - Private First Class (A)/Airman First Class/Lance Corporal/Seaman

E02 - Private (PV1)/Airman/Private First Class (M)/Seaman Apprentice

E01 - Private (PV2)/Private (M)/Airman Basic/Seaman Recruit

e. Grade, Civilian - Enter two letters and two numbers of Federal civilian employee rank (e.g., WG05, GS11, etc). Letter entries will be WG, WL, WS, WN, WD or GS. Number entries will be 01 to 18. Enter "1111" if other (e.g., foreign national, contractor, etc).

f. Service Duty Occupation Code - Enter code to which military member's duty occupation is assigned (e.g., MOS, SSI, NEC/Rating, NOBC or AFSC in which individual is actually working). Enter number code of civilian job series in which civilian member is actually working (e.g., for a carpenter enter "4607").

g. Mailing Address of Assignment - Enter unit, office symbol, and zip code/APO of individual's current duty assignment.

h. Location - Place of Work - Enter installation name, and specific location where individual is routinely exposed to hazardous noise including building number (e.g., Corpus Christi, NAS, Building 1571, Carpenter Shop).

i. Major Command - Enter authorized abbreviation of military major command to which individual is assigned.

j. Duty Phone - Enter individual's duty phone number.

5. Audiometry.

a. Enter number in box for reason to complete reference audiogram.

1. - individual has not yet worked in hazardous noise duty areas and no reference audiogram has been accomplished.

2. - individual has worked in hazardous noise duty areas but reference audiogram has been lost or was never accomplished.

3. - individual has worked in hazardous noise duty areas and requires revised reference audiogram following completion of hearing conservation followup program.

b. Hearing Threshold Levels of Test Frequencies - Enter threshold levels determined for this individual at six frequencies in each ear. Results are entered in 5dB increments (e.g., 0,5,10,15, etc). If responses exceed maximum limits of audiometer, enter that limit with plus sign (e.g., 110+).

c. Date of Audiogram - Enter year, month & day the audiometric test is given. If Jan 14, 1979, enter 79/01/14.

d. Day of Week - Enter number for day of the week test is given, (e.g., enter "2" for Monday, etc).

e. MIL-TIME-DAY - Enter four digits for hour of day (24-hour clock) this audiogram is completed (e.g., "0830", "1400", etc).

f. Hours Since Last Noise Exposure - Enter approximate number of hours prior to this audiogram that individual was last exposed to hazardous noise (e.g., steady noise 85dBA or greater and/or impulse noise above 140 dBP).

g. ENT Problem at Time of Test - Enter "1" (no) if individual has no ear, nose or throat problems at time of test that could be causing a temporary (conductive) hearing loss (e.g., ear canal blocked with wax, ear infection, head cold, etc). Enter "2" (yes) if problem is present and "3" (unknown) if no way to determine presence of problem.

6. Examiner

a. Last Name, First Name, Middle Initial - Enter surname, given name and middle initial of individual operating audiometer.

b. Training Certification No. - Enter audiometric technician training certification number, if available.

c. SSN - Enter nine digit social security number.

d. Service Duty Occupation Code - Enter examiner's service duty occupation code (see item 4f).

e. Office Symbol - Enter complete office symbol where examiner is performing the test.

7. Audiometer

a. Type - Enter number for type of audiometer used (e.g., "1" for manual type).

b. Model - Enter manufacturer's designation.

c. Manufacturer - Enter name of company that produced audiometer.

d. Serial Number - Enter manufacturer's serial number.

e. Last Electroacoustic Calib Date - Enter year, month & day (see item 5c) of last electroacoustic determination of this audiometer's performance specifications.

8. Personal Hearing Protection

a. Type Used - Enter number for type of hearing protector that is routinely used by individual (e.g., "2" for triple flange, etc; if "6-other" explain under Remarks).

b. Earplugs Issued - Enter "1" if earplugs not issued at time of test and explain why not in remarks section; Enter "2" if earplugs issued and "3" if individual already has properly fitting earplugs in their possession at time of test.

c. Size Earplugs - Enter number for size of earplugs (single or triple flange) used for each ear (e.g., "4" for large in right ear (R) and "3" for medium or regular in the left ear (L)).

d. Double Protection Used - Enter "1" in box if earplugs are not routinely worn in combination with noise muffs or a noise-attenuating helmet. Enter "2" if they are routinely worn together.

e. Glasses Worn - Enter "1" in box if eye glasses or goggles are not routinely worn with noise (ear) muffs or noise attenuating helmet. Enter "2" if they are.

f. Frequency Glasses Worn - Indicate frequency of use in second box. Enter "3" (N/A) if "1" was entered in first box.

9. Remarks - Print explanations for any above items marked "other" and any information considered pertinent.

10. Contents Reviewed and Validated by:

a. Name of Reviewer - Enter name of individual reviewing audiogram (usually local surgeon or designated representative). Indorse with signature after ensuring that all items on original and duplicates are filled out legibly, correctly and completely.

b. Service Duty Occupation Code - See item 4f.

c. Autovon - Enter AUTOVON number of reviewer.

d. SSN - See item 4a.

e. Office Symbol - Enter reviewer's complete office symbol.

ENCLOSURE (4)

DD FORM 2216-40  
JAN 9 1998

HEARING CONSERVATION DATA															ZIP CODE/APO								
DOD COMPONENT			A-ARMY N-NAVY F-AIR FORCE			M-MARINE CORPS 1-OTHER DOD ACTIVITY			SERVICE COMPONENT			R-REGULAR V-RESERVE			G-NATIONAL GUARD 1-OTHER								
SSN			LAST NAME—FIRST NAME—MIDDLE INITIAL						SEX		M-MALE F-FEMALE		DATE OF BIRTH			year	month	day					
PAY GRADE, UNIF SVCS			GRADE, CIVILIAN			SERVICE DUTY OCCUPATION CODE			MAILING ADDRESS OF ASSIGNMENT														
LOCATION—PLACE OF WORK									MAJOR COMMAND						DUTY PHONE								
AUDIOMETRY																							
PURPOSE		1—90 DAY				2—ANNUAL				3—TERMINATION				4—OTHER									
AUDIOMETRIC DATA RE: ANSI S3.6						LEFT						RIGHT											
						500	1000	2000	3000	4000	6000	500	1000	2000	3000	4000	8000						
CURRENT AUDIOGRAM DATE						year	month	day															
REFERENCE AUDIOGRAM DATE						year	month	day															
THRESHOLD SHIFT																							
+ = Poorer — = Better																							
<input type="checkbox"/> 1-No Significant threshold shift <input type="checkbox"/> 2-Yes ± 20dB or greater						STS NO • Counsel • Return to duty • Retest in 12 mo.						STS YES • Validated by reviewer • Orig in health record • Send copy to registry						STS YES • Notify supervisor • Followup No. 1 after minimum 15 hours noise free					
NAME OF EXAMINER (Last, first, MI)						TRAINING CERT. NO.		SSN				SERVICE DUTY OCCUPATION CODE				OFC SYMBOL							
TYPE		1-Manual 2-Self-recording (auto) 3-Microprocessor		MODEL		MANUFACTURER				SERIAL NO.				LAST ELECTROACOUSTIC CALIB DATE				year	month	day			
FOLLOWUP NO. 1						Minimum 15 hours noise free																	
AUDIOMETRIC DATA RE: ANSI S3.6						LEFT						RIGHT											
						500	1000	2000	3000	4000	6000	500	1000	2000	3000	4000	6000						
CURRENT AUDIOGRAM DATE						year	month	day															
REFERENCE AUDIOGRAM DATE						year	month	day															
THRESHOLD SHIFT																							
+ = Poorer — = Better																							
<input type="checkbox"/> 1-No Significant threshold shift <input type="checkbox"/> 2-Yes ± 20dB or greater						STS NO • Counsel • Return to duty • Retest in 12 mo.						STS YES • Validated by reviewer • Orig in health record • Send copy to registry						STS YES • Notify Supervisor • Cleared by medical reviewer before Followup No. 2					
NAME OF EXAMINER (Last, first, MI)						TRAINING CERT. NO.		SSN				SERVICE DUTY OCCUPATION CODE				OFC SYMBOL							
TYPE		1-Manual 2-Self-recording (auto) 3-Microprocessor		MODEL		MANUFACTURER				SERIAL NO.				LAST ELECTROACOUSTIC CALIB DATE				year	month	day			
FOLLOWUP NO. 2						Minimum 40 hours noise free since Followup No. 1																	
AUDIOMETRIC DATA RE: ANSI S3.6						LEFT						RIGHT											
						500	1000	2000	3000	4000	6000	500	1000	2000	3000	4000	8000						
CURRENT AUDIOGRAM DATE						year	month	day															
REFERENCE AUDIOGRAM DATE						year	month	day															
THRESHOLD SHIFT																							
+ = Poorer — = Better																							
Significant threshold shift ± 20dB or greater <input type="checkbox"/> 1-No <input type="checkbox"/> 2-Yes						STS NO • Counsel • Return to duty • Retest in 12 mo.						STS YES • Refer to appro directive • Requires medical disposition						STS YES • Validated by reviewer • Orig in health record • Send copy to appro registry					
NAME OF EXAMINER (Last, first, MI)						TRAINING CERT. NO.		SSN				SERVICE DUTY OCCUPATION CODE				OFC SYMBOL							
TYPE		1-Manual 2-Self-recording (auto) 3-Microprocessor		MODEL		MANUFACTURER				SERIAL NO.				LAST ELECTROACOUSTIC CALIB DATE				year	month	day			
REVIEWED & VALIDATED BY:						SERVICE DUTY OCCUPATION CODE				AUTOVON				SSN				OFC SYMBOL					

DD Form 2216

1 JAN 89

1

S/N 0102-LF-005-8900

ENCLOSURE (5)

# INSTRUCTIONS

(Refer to DOD Component Instructions for Additional Guidance)

**PURPOSE:** This form is used to record the results of periodic and followup audiometry for individuals routinely exposed to hazardous noise. Before this form is used, a reference audiogram must already be filed in the individual's health record.

**GENERAL:** Print all information in ink (DO NOT TYPE). Press firmly to ensure readable copies. If a mistake is made, do not attempt to erase or block out error. Start a new form.

1. Zip Code/APO - Enter five digit zip code/APO of installation where audiometric test is conducted.
2. DOD Component - Enter letter in box of major organizational subdivision of DOD to which military or civilian individual is assigned. Enter "1" if DOD component is not listed.
3. Service Component - Enter letter in box corresponding to primary subdivision of separate military service to which military is assigned (e.g., Regular (R) - standing military component of armed forces in peace and war; Reserve (V) - component of ready trained personnel for military service when needed, etc). Enter "1" for all others not listed.
4. SSN - Enter nine digit social security number of individual being tested. If foreign national, enter "FN" in middle two blocks.
5. Last Name, First Name, Middle Initial - Enter surname, given name and middle initial of individual being tested.
6. Sex - Enter "M" if male, "F" if female.
7. Date of Birth - Enter year, month and day individual was born (e.g., if November 20, 1942, enter 41/11/20).
8. Pay Grade, Uniformed Services - For military personnel only, enter military personnel class and pay level serial number as follows:  
 O11 - General of the Army/General of the Air Force/Fleet Admiral  
 O10 - General/Admiral  
 O09 - Lieutenant General/Vice Admiral  
 O08 - Major General/Rear Admiral (Upper Half)  
 O07 - Brigadier General/Rear Admiral (Lower Half)/Commodore  
 O06 - Colonel/Captain (N)  
 O05 - Lieutenant Colonel/Commander  
 O04 - Major/Lieutenant Commander  
 O03 - Captain (A, F, M)/Lieutenant (N)  
 O02 - First Lieutenant/Lieutenant Junior Grade  
 O01 - Second Lieutenant/Ensign  
 WO4 - Chief Warrant Officer, W-4  
 WO3 - Chief Warrant Officer, W-3  
 WO2 - Chief Warrant Officer, W-2  
 WO1 - Warrant Officer, W-1  
 COO - Cadet/Midshipman  
 EO8 - Sergeant Major/Chief Master Sergeant/Master Chief Petty Officer  
 EO8 - Master Sergeant (A, M)/Senior Chief Petty Officer/Senior Master Sergeant/First Sergeant (A)  
 EO7 - Sergeant First Class/Gunnery Sergeant/Chief Petty Officer/Master Sergeant (F)/Platoon Sergeant (A)/Specialist-7  
 EO6 - Staff Sergeant/Technical Sergeant/Petty Officer First Class/Specialist-6  
 EO5 - Sergeant (A, M)/Staff Sergeant/Petty Officer Second Class/Specialist-5  
 EO4 - Corporal/Sergeant (F)/Petty Officer Third Class/Specialist-4  
 EO3 - Private First Class (A)/Airman First Class/Lance Corporal/Seaman  
 EO2 - Private (PV1)/Airman/Private First Class (M)/Seaman Apprentice  
 EO1 - Private (PV2)/Private (M)/Airman Basic/Seaman Recruit
9. Grade, Civilian - Enter two letters and two numbers of Federal civilian employee rank (e.g., WG05, GS11, etc). Letter entries will be WG, WL, WS, WN, WD or GS. Number entries will be 01 to 18. Enter "1111" if other (e.g., foreign national, contractor, etc).
10. Service Duty Occupation Code - Enter code to which military members duty occupation is assigned (e.g., MOS, SSI, NEC/Rating, NOBC, or AFSC in which individual is actually working). Enter number code of civilian job series in which civilian member is actually working (e.g., for a carpenter enter "4607").
11. Mailing Address of Assignment - Enter unit, office symbol and zip code/APO of individual's current duty assignment.
12. Location - Place of Work - Enter installation name, and specific location where individual is routinely exposed to hazardous noise including building number (e.g., Corpus Christi, NAS, Bldg 1571, Carpenter Shop).
13. Major Command - Enter authorized abbreviation of military major command to which individual is assigned.
14. Duty Phone - Enter individual's duty phone number.
15. Audiometry
  - a. Purpose - Enter number in box for reason to complete audiogram  
 "1" - First periodic test given 90 days after beginning duties in noise-hazardous area or operation.  
 "2" - Periodic test given at yearly intervals.  
 "3" - Last test given, regardless of noise exposure history, before termination of active duty or employment.  
 "4" - Test at interval for reason not listed above.
  - b. Current Audiogram Date - Enter year, month, day (see item 7) that audiometric test is given and current threshold levels determined for this individual at six frequencies in each ear. Results are entered in 5 dB increments (e.g., 0, 5, 10, 15, etc). If responses exceed maximum limits of audiometer, enter that limit with plus sign (e.g., "110+").
  - c. Reference Audiogram Date - Enter year, month, day (see item 7) reference test results were obtained. See DD Form 2215, Reference Audiogram or other appropriate source. Enter threshold levels in 5 dB increments from reference audiogram.
  - d. Threshold Shift: Enter difference between current and reference audiogram for 1000, 2000, 3000 & 4000 Hz, both ears. Subtract number in reference audiogram row from number in current audiogram row. A current hearing threshold level that is poorer than reference level will show positive threshold shift, e.g., if current audiogram equals "35" and reference audiogram equals "15", then threshold shift is "+20". Conversely, if current audiogram is better than reference,

threshold shift will be negative, e.g., if current audiogram is "10" and reference audiogram is "20", then the threshold shift is "-10". If current and reference hearing threshold levels are the same, the entry is "0". For example:

AUDIOMETRIC DATA RE: ANSI S3.6		LEFT					
CURRENT AUDIOGRAM DATE (year, month, day)		500	1000	2000	3000	4000	6000
7 8 0 4 1 4		10	10	20	35	30	0
REFERENCE AUDIOGRAM DATE (year, month, day)							
7 5 0 4 2 1		10	20	15	15	25	0
THRESHOLD SHIFT							
+ = Poorer - = Better		-10	+5	+20	+5		

- e. Significant Threshold Shift (STS): A threshold shift of 20 dB or more at 1000, 2000, 3000 or 4000 Hz, either ear, is significant. (Threshold shift at 500 and 6000 Hz is not calculated.) Enter "1" if threshold shift is less than 20 dB. Enter "2" if 20 dB or greater (+ or -).
- f. STS NO: Outlines procedures required when no significant threshold shift found.  
 "Counsel" - Individuals should be reminded that excessive noise may cause hearing loss in future if they become lax in their efforts to minimize exposure to intense sound.  
 "Return to Duty" - no immediate followup required.  
 "Retest in 12 Months" - Arrange for scheduling annual test, etc.
- g. STS YES: Outlines procedures required when a significant threshold shift present:  
 "Notify Supervisor" - Notify individual's supervisor that significant threshold shift has been found and followup audiogram must be done. "Followup No 1 after Minimum 15 Hours Noise Free" - Schedule individual for the first followup audiogram. They must be instructed to stay in a noise free environment (not to exceed 75 dBA or 120 dBP) for at least 15 hours prior to test. They must be told to avoid environments in which noise levels make it necessary to use raised voice to talk at 1 meter (3 ft) distance. If examinee has obvious ear problem (e.g., earache, draining ear, excessive cerumen buildup), he/she should be examined by physician and followup postponed until after any necessary treatment.
- h. Name of Examiner - Enter surname, given name, and middle initial of individual operating audiometer.
- i. Training Certificate No. - Enter audiometer technician training certificate number.
- j. SSN - Enter examiner's nine digit social security number.
- k. Service Duty Occupation Code - Enter examiner's service duty occupation code (see item 10).
- l. Office Symbol - Enter complete office symbol where examiner is performing test.
- m. Type - Enter number for type of audiometer used (e.g., "1" for manual type, etc).
- n. Model - Enter manufacturer's designation of audiometer.
- c. Manufacturer - Enter name of company that produced audiometer.
- p. Serial Number - Enter manufacturer's serial number of audiometer.
- q. Last Electroacoustic Calib Date - Enter year, month, day (see item 7) of last electroacoustic determination of this audiometer's performance specifications.
16. Followup No 1 - If significant threshold shift determined on periodic test, record results of first followup audiogram in this section. Check box to certify "Minimum 15 Hours Noise Free" since preceding periodic audiogram (see item 15g).  
 a. "Current Audiogram", "Reference Audiogram" & "Threshold Shift" rows completed in same format as above. Note: Hearing threshold levels entered in "Reference Audiogram" row are same values as those used in reference row of periodic audiogram.  
 b. STS NO - If no STS noted, enter "1" in box and follow steps in "STS NO" section.  
 c. STS YES - If STS remains following this examination (Followup No 1) steps in the "STS Yes" section are followed, i.e., supervisor is notified for the second time, individual is scheduled for Followup No 2 audiogram and individual is instructed to stay in a noise free environment (not to exceed 75 dBA or 120 dBP) for a minimum of 40 hours of auditory rest since Followup No. 1.  
 d. Enter "same" in any boxes pertaining to examiner or audiometer if this information is unchanged from periodic audiogram. If different, enter the required information according to guidelines for entries on periodic audiogram.
17. Followup No 2 - If significant threshold shift determined on Followup No 1, record results of Followup No 2 in this section. Check box to certify "Minimum 40 Hours Noise Free Since Followup No 1 (see item 15g).  
 a. "Current Audiogram", "Reference Audiogram" & "Threshold Shift" rows are completed in same format as above. Note: Hearing threshold levels entered in "Reference Audiogram" row are same values as used in reference row of periodic audiogram.  
 b. STS NO - If no STS noted, enter "1" in box and follow steps in STS No section.  
 c. STS YES - If STS remains following this examination (Followup No 2), enter "2" in box and follow steps in "STS Yes" section. Refer to DOD component instructions for appropriate patient disposition.  
 d. Enter "same" in any box pertaining to examiner or audiometer if this information is unchanged from Followup No 1. If different, enter required information according to guidelines for entries on periodic audiogram.
18. Reviewed and Validated By  
 a. Enter name (surname, given name, and middle initial) of individual reviewing audiogram (usually local surgeon or designated representative). Review audiogram as noted in "STS" instruction sections above. Indorse with signature after ensuring that all items on original and duplicates are filled out legibly, correctly and completely.
- b. Service Duty Occupation Code - see item 10.
- c. Autovon - Enter AUTOVON phone number of reviewer.
- d. SSN - see item 4.
- e. Office Symbol - Enter reviewer's complete office symbol.

ENCLOSURE (5)

HEARING CONSERVATION DEPARTMENT  
BUILDING 65  
CAMP LEJEUNE, NC 28547

APPLICATION FOR HEARING CONSERVATION TECHNICIAN CERTIFICATION COURSE

This course is designed only for personnel who will administer or assist with administering hearing tests for their unit. Personnel who successfully complete this course will serve as the unit hearing conservation coordinator and/or be actively involved in the unit Hearing Conservation Program.

Name \_\_\_\_\_ Grade/Rank \_\_\_\_\_ SSN \_\_\_\_\_

Work Space \_\_\_\_\_ Job Title \_\_\_\_\_

Unit \_\_\_\_\_ PRD \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

1. Have you ever been certified in Hearing Conservation? Yes / No

If so, when \_\_\_\_\_ where \_\_\_\_\_

2. What battalion/unit(s) will you be testing once you are certified? \_\_\_\_\_

3. At what clinic will you be testing your unit? \_\_\_\_\_

4. How many certified technicians are currently at your BAS or Branch Clinic? \_\_\_\_\_

\*\*\*\*\*

**This section must be completed by your commander/supervisor.**

I authorize the above applicant to be the unit hearing conservation coordinator. This applicant will be responsible for coordinating annual hearing tests and hearing conservation training for all noise-exposed personnel. This person will be present during annual testing to administer or assist with the testing. He/she is responsible for the screening and maintenance of the medical records, confirmation of appointment times, ensuring a constant flow of patients through the medical facility, fitting hearing protection, and scheduling follow up tests for personnel who need them.

Rank/Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Phone # \_\_\_\_\_

\*\*\*\*\*

Return this form to:

Naval Hospital  
Occupational Health/Preventive Medicine Unit  
Hearing Conservation Department  
Building 65 Code 85  
Camp Lejeune, NC 28547

Phone #: 451-2767 Fax #:451-3766

ENCLOSURE ( 6 )

**PROTOCOL FOR RESERVING THE MOHCAT  
(MOBILE OCCUPATIONAL HEARING CONSERVATION AUDIOMETRIC TRUCK)**

The MOHCAT is a mobile hearing test truck capable of testing four people at once. It is designed to assist units in the Hearing Conservation Program with the annual hearing test requirement by providing the testing on site where the unit is located. The MOHCAT is capable of testing 80-100 people a day. It is not available for testing on Thursdays. Hours of operation are (M,T,W,F) 0800-1130 and 1300-1530. (If this schedule is insufficient to meet the needs of the unit, the Operational Audiology Department will be as flexible as possible in coordinating a more appropriate schedule). To reserve the MOHCAT, the following items are required:

1. Contact the Operational Audiology Department in bldg 65 at x2767 to coordinated dates for MOHCAT reservation. The MOHCAT is usually booked 2 months out, therefore, proper planning is essential.
2. A written request for the services of the MOHCAT from the Battalion Commanding Officer for the dates requested.
3. Documentation that the hearing test dates are on the unit's training schedule evidencing command commitment to this event.
4. A schedule of personnel to be tested of either 4 people every 15 minutes, 8 people every half hour or 16 people every hour. The schedule will include rank, name, full SSN, MOS, Company, RUC, and date of birth. **The schedule should only include personnel that are in the Hearing Conservation Program (not an alpha roster).** Only those personnel who are routinely exposed to noise need an annual hearing test. Personnel who perform strictly administrative work should not be in the Hearing Conservation Program. If you are unsure of which personnel are in the Hearing Conservation Program, contact the Operational Audiologist at x2767, or request a Noise Survey from the Industrial Hygiene Department at x2707.
5. Name and phone number of the Battalion's Hearing Conservation Coordinator. This should be a Preventive Medicine Petty Officer or corpsman who is trained or certified in Hearing Conservation. The Battalion Hearing Conservation Coordinator must be physically present during annual testing to assist with:
  - a. Screening health records
  - b. Confirming appointment times
  - c. Ensuring a constant flow of patients through the MOHCAT
  - d. Providing and maintaining a supply of earplugs for the unit
  - e. Medical recordkeeping and disposition of patients after testing
  - f. Scheduling follow up tests for personnel who need them
6. A copy of the most current Industrial Hygiene Noise Survey, if a survey has been completed.
7. A pre-established, secure parking site for the MOHCAT on a solid surface.
8. MOHCAT Compliance Agreement form complete with all signatures.

\*When all of the above items are received by the Operational Audiology Department in Bldg 65, the MOHCAT reservation will be confirmed.

\*\*Operation of the MOHCAT involves a significant amount of manpower, time and resources from the Operational Audiology Department, therefore unit **compliance with scheduled hearing tests is critical.** Underutilization of the MOHCAT (less than 16 patients per hour) or failure to fulfill the above requirements warrants removal of the MOHCAT from the test site.

**ENCLOSURE ( 7 )**